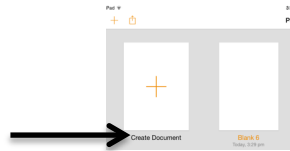


Working with Pages Projects You Might Like To Try

1. Open Pages



2. Tap Create Document



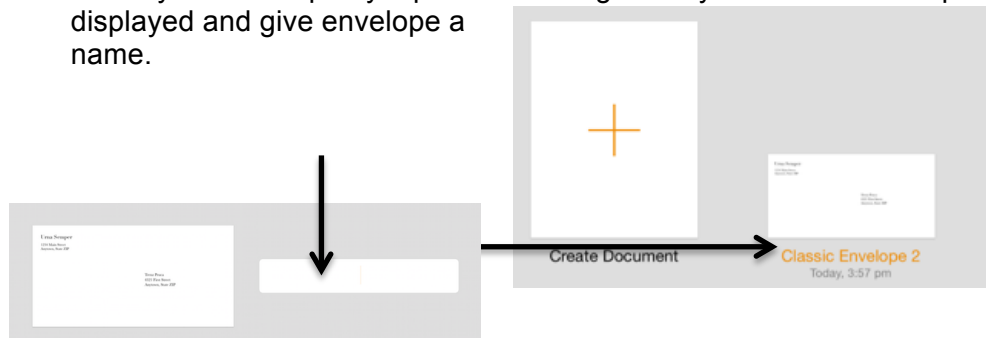
3. Scroll through the list of templates that are available. You will see the following headings and templates

Basic
Reports
Letters
Resumes
Envelopes

Business Cards
Flyers and Posters
Cards
Miscellaneous
Newsletter

Task 1

- Select **Envelopes** and create a personalised envelope using one of the templates. To insert your address in the left hand corner with your address in the left hand corner, double tap the address and replace it with your own.
- Use the same process, but just tap once on the text to replace the address you are sending the envelope.
- Explore changing the size and font.
- When you have completed the details on your envelope tap *Documents* in the top left corner.
- Name your envelope by tap on the writing directly below the envelope displayed and give envelope a name.



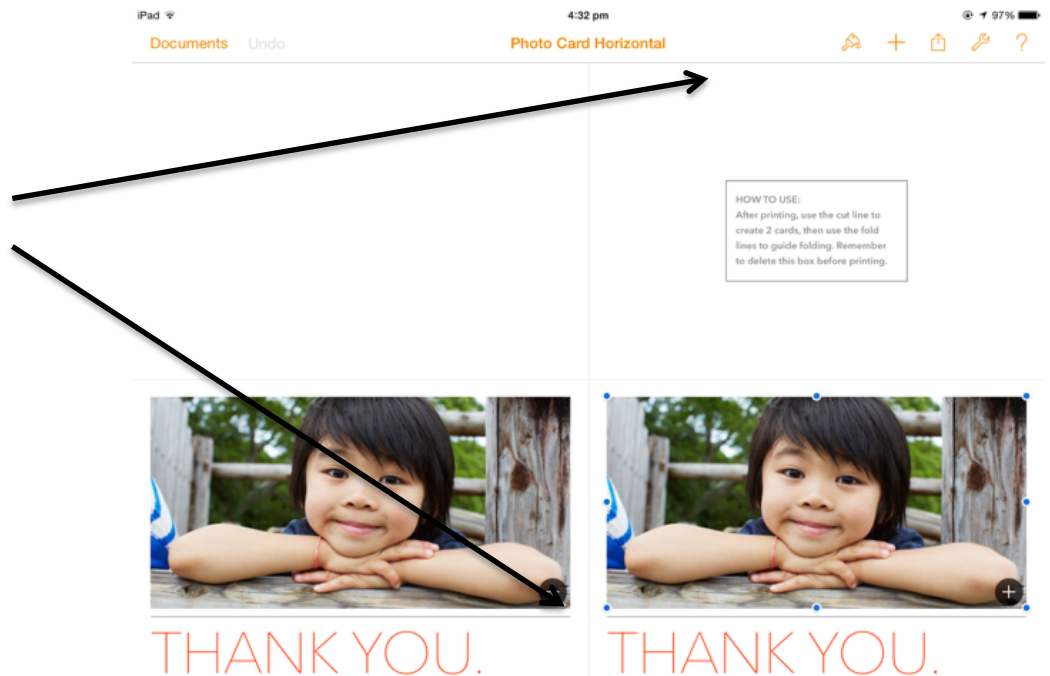
Task 2

- Return to Create Document, tap and scroll through the templates
- **Select a template that** you could use to create a List of TO DOs for the week.
- Create a list of tasks you need to do either this week or next.
- Highlight the most important task by using Bold or Underline.
- *Tap Documents* and name this document appropriately

Task 3

- Return to Create Document, tap and scroll down to **Cards**
- Select a template to create a card
- To insert a photographs from your own collection tap on the cross + on the bottom RH corner of image on the card template and select one of your own photos, or alternately go the cross + in the top RH corner of your page and insert and image from your collection

Tap cross to insert image or alternatively insert image from this tool bar.



- Create your own message
- Tap *Documents*
- Name your Card

Task 4

- Tap Create Document
- Scroll through templates and explore a template of **your own choice**.
- Tap *Documents*

Task 5 Making a Folder in Pages

- Instead of touching Create Document.
- Tap Edit in to RH corner
- When documents are jiggling, drag the Card you have made to lie on top of the Envelope your designed.
- A folder will form. Name it "Sample Pages"
- Tap *Done* in RH corner and then find your last sample page template and using the same process you have just undertaken, move that document to the folder call "Sample Pages"
- Hey Presto you should have three documents in your Sample Folder

GREAT WORK !!